DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT DIVISION OF CODES AND STANDARDS

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MOBILEHOME PARK, RECREATIONAL VEHICLE PARK, CAMPGROUND AND ASSOCIATED STRUCTURES PLAN REVIEW BOOKLET

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT DIVISION OF CODES AND STANDARDS



MOBILEHOME PARK, SPECIAL OCCUPANCY PARK PERMIT REQUIREMENTS

This booklet is provided as a guideline for construction permit applicants to explain the Department of Housing and Community Development (HCD) procedures and application requirements. Please read through the booklet carefully to see what requirements apply to your project. Plan requirements for park construction are found in Part A and for park building construction in Part B. Before proceeding, you are encouraged to contact our District Representative (DR) assigned to the project area to learn which local or other agency approvals are necessary for this Department to approve your project and to answer any questions relative to your project.

Once you have obtained all of the local and other agency approvals <u>and</u> have completed all necessary plans, calculations, engineering, etc., as may be required, you must again contact the Department's District Representative (DR) assigned to the project area. The purpose of this contact is to arrange a meeting, preferably at the project site, to review your construction application, plans and other pertinent documents (project package). At that time, the DR will be using this booklet as a worksheet to give preliminary approval for your project package for plan check <u>or</u> explain what items are incomplete or missing. Deficiencies will be noted by circling the box in front of a plan requirement. If the project package is missing information, a second meeting will be required prior to submittal of the package to the Plan Check Office.

Fees will be charged for these preliminary plan check meetings as a technical service fee (\$196.00 per hour, \$196.00 minimum). Be prepared to provide payment by check at the time of the preliminary approval meeting.

In addition to reviewing the completeness of your project package, the DR will calculate construction and plan check fees. Separate permits are required for grading, utility construction, swimming pools and buildings. A copy of your workman's compensation insurance coverage must also be provided. Only after the DR has signed off in this booklet can your application and 3 sets of plans with calculations and specifications with all required fees be submitted to the Department's plan check section. The DR assigned to the project area is your only contact person prior to submittal to the Department for plan checking.

Once the submittal is received in the plan check office, it will be logged in and reviewed in the order it was received. Typically, plan review requires 4 to 6 weeks, so please plan accordingly and remain patient.

If the package is approved as submitted, you will receive your permit and job copy of the plans and documents by mail unless otherwise specified and paid for in advance. If the plan checker has questions or information is missing from the submittal, you will be notified by mail of who to contact and the approval process will be suspended until a satisfactory response is received.

Assigned District Representative	Phone Number
Assigned District Representative	Phone Number

DOCUMENTATION REQUIREMENTS FOR PERMITS TO CONSTRUCT OR RECONSTRUCT MOBILEHOME PARK, SPECIAL OCCUPANCY PARK, UTILITY SYSTEMS, BUILDINGS, SWIMMING POOLS

The following is required of a permittee prior to submittal of a permit to construct or reconstruct a mobilehome park, recreational vehicle park or campground (25 CCR 1032): (Your assigned District Representative will advise which approvals are required)

1.	Obtain approval and signature from the local planning department on the local agency approval form.
2.	Obtain approval and signature on the local agency approval form from the local Health Department for on site water supply and on site or private sewage disposal. Health Department approval is also required if there is any public food preparation as part of your development. Pool plans must have the Health Department stamp upon them as well as a signature on the agency approval form.
3.	Obtain approval and signature on the local agency approval form for the park surface or subsurface drainage system and encroachments from the local public works department or engineering department.
4.	Obtain approval and signature on the local agency approval form for fire protection from the local fire department.
5.	Obtain required approval and signature on the local agency approval form from the California Coastal Commission for developments within coastal zone.
6.	Provide "will serve" letters from gas, electric, water and sewer providers.
7.	Submit a permit application (HCD Form 50) with three sets of all plans and documents with appropriate fees to the Department after a preliminary plan review meeting has been held with the District Representative. A separate application form is required for each building, utilities (combined), grading/drainage, etc.
8.	Written evidence of compliance with the California Environmental Quality Act, Public Resources' Code, Division 13, commencing with Section 21000. (Typically on the use permit)

PART A

PARK CONSTRUCTION - PLAN REQUIREMENTS

I.	Plot-Site Plan/Title Sheet:				
		1. Site location including vicinity map with north arrow.			
		2. Address of proposed site.			
		3. Name and address of owner.			
		4. Name and address of person preparing the plans.			
		5. Index sheets on the title sheet.			
		6. Property lines, mobilehome lot lines and dimensions of all lots.			
		7. Easements and/or right-of-ways, public or private, if any.			
		8. Location and size of all permanent buildings, parking spaces and storage areas.			
		9. Roadway widths and any required parking signs.			
		10. Method of lot line permanent identification.			
		11. Engineers stamp and wet signature if required.			
		12. Scale.			
II.	Drainage and Grading Plan:				
		1. General vicinity of the proposed site.			
		Property limits and accurate contours of the existing ground and details of the terrain and area drainage.			
		3. Limiting dimensions, elevations or finish contours to be achieved by the grading, and proposed drainage channels and related construction.			
		4. Detailed plans (3 sets) of all surface and subsurface drainage devices, walls, cribbing, dams and other protective devices to be constructed with, or as part of the proposed work together with a map showing the drainage area and the estimated runoff of the area served by any drains.			
		 The building pads (lots) shall indicate a drainage gradient of a minimum 2% (with exceptions to 1%, pursuant to CBC 3301.1 towards an approved drainage facility. 			
		6. The location of any buildings or structures on the property where the work is to be performed and the location of any buildings or structures on land of adjacent			

	owners which are within 15 feet of the property or which may be affected by proposed grading operations.
	7. Geotechnical Investigation reports (3 copies) must accompany grading plans. This report must include a description of the geology of the site and shall include data regarding the nature, distribution and strength of existing soils. The report shall include construction and grading requirements if any. Such recommendations and requirements must be noted on the grading plan.
	8. Required grading plan notes:
	 a. If importing or exporting more than 50 cubic yards, a separate grading permit is required.
	b. A soils report has been prepared and shall be considered a part of these plans.
	 c. All grading practices shall comply with 2001 California Building Code, Appendix 33.
	d. The design engineer shall provide a letter upon completion that the final grades are in compliance with approved plans and applicable codes.
	d. Total volume of cut and of fill material.
	e. "Upon completion of the grading, the soils engineer shall submit a final report. The report shall include all test results certifying that the work is in compliance with the specifications and recommendations contained in the soils reports".
	All drainage and grading plans and specifications must be signed by a California licensed civil engineer.
Elec	trical Distribution Systems:
A.	Specifications:
	 Provide manufacturer specification sheets for park service equipment, transformers, substations, secondary distribution panelboards and lot service equipment.
	Specify the voltage, ampere and interrupting capacity rating, type and class of overcurrent protective device in the park service equipment.
	Specify the voltage, ampere and interrupting capacity rating, type and class of overcurrent protective device for the primary system feeders and/or transformers.
	 Specify primary and secondary voltages. KVA rating and impedance of transformers
	Specify the voltage, ampere and interrupting capacity rating, type and class, of the overcurrent protective devices for the secondary system feeders.

III.

	Specify the type of conductors (CU or AL), type of insulation, voltage rating an temperature rating.
	7. If the system is to be installed or owned by a utility company, provide a will serve letter confirming such service, including information regarding the point of termination. Complete electrical specifications, plans and calculations are required if the point of termination does not comply with 25CCR Section 1184.
	8. Alternate Approval Application if lot service equipment will not be terminated on the lot within four feet of the MH-unit.
В.	Electrical Plans:
	1. Provide a single line diagram of the park electrical system, including lighting.
	2. Indicate the locations of all equipment devices and conductors in the system.
	3. Indicate all circuit lengths, conductor sizes and distance to the center of the load
	4. Provide details of conduit installation, type and size.
	5. Provide details of all conductor installations.
	Provide details of equipment installation and mechanical protective barriers if required.
	7. Provide details of the correct method of grounding the system and equipment.
	8. Provide details of the park lighting installation.
	 Plans for systems exceeding 240 volts require the signature of a California registered electrical engineer.
C.	Electrical Calculations:
	 Submit load calculations for all loads served - not to exceed a total combined voltage drop of 5% for any total run.
	2. Include all buildings in the load calculations.
	3. Submit calculations used to determine the interrupting capacity of overcurrent protective devices for each transformer.
	4. Submit calculations used to determine the interrupting capacity of overcurrent protective devices for secondary system feeders.
	5. Submit park lighting calculations to verify compliance with 25CCR Section 1108
	6. Calculations for systems exceeding 240 volts require the signature of a Californ

			Show the locations of the fire hydrants, type and manufacturer of the hydrants, ocation and type of shutoff valve and the hydrants head size.
		2.	Show the location of thrust blocks and provide sizing schedule.
/ .	Utility	Tren	ches:
			Show details of trenches, including the depth, width, location and spacing of the tilities in the trenches.
			Show the types of bedding and covering for utilities, and the protection and backfill of the trenches.
/I.	Sewag	ge Di	sposal System Plan:
		1.	If applicable, show the location and design of the private sewage disposal system, including the sizes of tanks, distribution boxes and drain fields.
		2.	Show the size, length and grade of the sewer lines.
		3.	Show the type of pipe, manufacturer and pipe identification numbers, fittings and location of the pipe.
		4.	Show the location of the cleanouts and vents.
		5.	Provide details of lot risers, p-traps (if any), venting and protection of traps, and MH-unit connection details.
		6.	Indicate the location of the sewer inlet on the mobilehome lot.
		7.	Provide an engineered design and calculations for any on site sewage lift or pump stations. Include the manufacturers pump specifications, gate and backflow valve locations and alarm details. The signature of the responsible California registered engineer shall be on all calculations.
		8.	Provide a design of any required sanitary dump station if required or provided.
		9.	A signature and stamp of a Professional Engineer is required if the system is in excess of 100 mobilehome lots.
		10.	Indicate the location and connection to the public sewer system
		11.	A signature and stamp of a professional engineer is required if the grades of the system are less than specified in CCR, Title 25, Section 1268, or if the park drainage system exceeds the fixture unit loading in CCR, Title 25, Table 1292-1.
		12.	A letter from the design engineer stating he will verify the grade of all sewer lines on the job site and provide the enforcement agency with a statement that he has inspected the grade of the lines.

IV. Fire Protection Plan:

		1. Indicate the source and pressure of the water system.
		2. Provide the location of the connection to the source, meter size, check valves (if required), pipe sizes, fittings, type and material of pipe and fittings.
		3 Provide details of service riser to each lot, size, material, valves and backflow prevention devices and mechanical barrier protection if required.
		 Additions to existing systems shall include PSI at point of interconnection to an existing system and existing size of water main at the point.
		5. Provide water demand calculations.
		6. Provide thrust block schedule per the California Plumbing Code.
		7. A complete single line diagram of the new and existing system is required.
		8. Provide the locations of service risers for each lot.
VIII.	Gas	Distribution System Plan:
		1. Show the source of the gas supply and pressure.
		Provide calculations for the demand and pipe sizes (CCR ,Title 25, Section 1230).
		3. Show the length of runs, location of runs and shutoff valves in the run. Show size transition locations in the runs. Show the BTU demands. If adding to an existing system, provide complete demand calculations along with a single line diagram of the existing and the proposed system.
		 Provide a schedule of pipe size, pipe manufacturer and identification numbers of pipe and protective covering when required.
		 Provide details of the mobilehome lot service riser, gas shutoff valve, regulator and/or meter installation and supports, protective barrier location where necessary.
		6. If the system is LPG, show the location method of protection and size of the tank
		7. If the gas system is over eleven (11) inches, water column systems shall be designed by a professional engineer.
		8. Provide details of cathodic protection for metallic gas piping systems.
	Plan	Review (circle one) APPROVED - NOT APPROVED
	Distri	ict Representative Signature: Date:

VII. Water Distribution System:

PART B

PARK BUILDING - PLAN REQUIREMENTS

I.

I.	P	ot-S	Site Plan/Title Sheet:
		1.	Site location including vicinity map with north arrow.
		2.	Address of proposed site.
		3.	Name and address of owner.
		4.	Name and address of person preparing the plans.
		5.	Index sheets on the title sheet.
		6.	Show all property lines.
		7.	Indicate easements and/or right of ways, public or private, if any.
		8.	Show location and size of the proposed building in relation to the property lines, existing buildings, mobilehome lots, streets, parking areas, trees signs, swimming pools, etc.
		9.	Provide engineers stamp and wet signature if required and all structural calculations.
		10.	Indicate scale used.
		11.	Provide provisions for grading and drainage.
		12	. Occupancy classification of building.
II.	F	oun	dation Plan:
		1.	Show dimensions and depth below finish grade or original grade of all walls and post foundations.
		2.	Indicate locations and size of anchor bolts, tie downs, hold downs, seismicreinforcement and underfloor access.
		3.	Show typical sections through footing.
		4.	Indicate soil classification and bearing pressure.
III.	E	leva	tion Views:
Revi	□ ised 2		Show exterior finishes and roof coverings.

		2.	Indicate roof slopes.			
		3.	Show significant height dimensions.			
		4.	Indicate dimensions of overhangs.			
IV.	FI	oor	Plan:			
		1.	Indicate the exact and complete dimensions of the structure.			
		2.	Provide identification of the proposed use for all rooms.			
		3.	Indicate location and sizes of all doors, windows and openings, include glass/glazing requirements. Indicate rating of fire doors.			
		4.	Indicate location of all appliances and fixtures, such as range, oven, washer,			
			dryer, furnace, water heater, air conditioner, sinks, etc.			
		5.	Show type of interior ceiling, wall and floor finishes.			
		6.	Show change in floor level at all doorways.			
		7.	Post in a conspicuous place near the main exit from a room, a sign indicating the number of occupants permitted for each room. This applies when the occupant load exceeds 50 and fixed seats are not installed.			
		8.	Indicate the type of locks or latches installed in the required doors.			
		9.	The minimum scale shall be 1/8" = 1' 0".			
V.	Fr	ami	ing Plan:			
		1.	Design loads shall be noted on drawings.			
		2.	Indicate material type and grade.			
		3.	Provide roof framing plan.			
		4.	Provide floor framing plan.			
		5.	Provide wall framing plan.			
		6.	Provide ceiling joist-framing plan.			
		7.	Provide framing details at wall openings.			
		8.	Note shear wall locations.			
		9.	Typical reinforcement details for masonry and/or concrete construction.			

Ц	When prefabricated trusses are used, complete details and calculations of the specific truss used shall accompany the plans.
	11. Show attic separation walls (when attic exceeds 3000 square feet).
	12. Indicate size and location of attic access.
	13. Where roof drains are required, show size and location of overflow drains.
VI. Deta	ails and Sections:
	 Sufficient detailed and dimensioned sections through portions of the building to adequately clarify the framing details.
	2. Connection details at bearings of individual members.
	3. Connection details for top and bottom of partition walls.
	4. Connection details to adequately show lateral load transfer.
	5. Details of fireplace construction.
VII. E	Electrical Plan:
	1. Location of all panels indicating sizes.
	2. Indicate type, size and material of all conductor conduits.
	3. Indicate type and size of all conductors.
	4. Indicate proposed wiring method.
	Indicate location of all electrical outlets, including lights, plugs, receptacles and junction boxes.
	6. Indicate method and location of grounding.
	7. Show location and rating of all electrical appliances.
	8. Provide a circuit schedule, indicating the size of overcurrect protection.
VIII. F	Plumbing Plan:
	 Provide a single-line and isometric drawing of the drain, waste and vent system showing sizes, dimensions, types and identification of all fittings and materials.
	2. Indicate location of all cleanouts.
	3. Indicate termination of vents.

		4.	Provide a single-line drawing of the water supply system showing sizes, lengths of runs, type of materials and valves.
		5.	Show available pressure at meter or regulator.
		6.	Indicate type and number of fixtures.
IX.	M	ech	anical Plan:
		1.	Indicate type of fuel.
		2.	Provide a single-line drawing of the fuel lines, showing size and type of material, and change in pipe sizes.
		3.	Indicate location, type, size and rating (in BTU or CFM) of all appliances.
		4.	Show type of flue, indicating location and termination.
		5.	Show combustion air and how it is provided.
		6.	Indicate fire dampers and assemblies.
		7.	Provide details when mechanical ventilation is used to ensure minimum required air changes.
Χ.	D	isak	oled Access Provision:
		1.	All park swimming pools and public buildings shall comply with disabled access requirements per California Code of Regulations, Title 24. Provide details showing compliance.
		2.	All park offices shall comply. Provide details showing access and compliance.
		3.	All park swimming pools, recreational buildings, and recreational areas shall be required to comply with disable accessibility if they are offered for rent, lease or rented or leased to or used by the general public at any time. Show details of compliance.
XI.	Er	nerg	y Requirements
		1.	Provide details showing compliance with California Code of Regulations, Title 24, if the building is heated or cooled.
			Building - Part B Review (circle one) APPROVED - NOT APPROVED
	Di	stric	et Representative Signature: Date:
			Date

STATE OF CALIFORNIA - BUSINESS, TRANSPORTATION AND HOUSING AGENCY DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT DIVISION OF CODES AND STANDARDS

MOBILEHOME OR RECREATIONAL VEHICLE PARK GOVERNMENT AGENCY APPROVAL SHEET

NORTHERN AREA OFFICE 9342 Tech Center Drive Ste 550 Sacramento, CA 95826 (916)255-2501 SOUTHERN AREA OFFICE 3737 Main Street, Ste 400 Riverside, CA 92501 (951) 782-4420

This form is for use by park operators applying to the Department of Housing and Community Development to amend their permit to operate a mobilehome or recreational vehicle park.

Community vehicle park HCD is the ethis location. has received	Development (HC located inenforcement and page of the Prior to amend	ne applicant listed below is applying CD) to amend a current "Permit to Operate, in a comparing any Permits to Operate, HCD mustrovals. Accordingly, HCD has instructive becked below.	erate" a mobilehome or recre unty) fromlots to and recreational vehicle park st be assured that the park o	eational lots. s within perator
Project name:				
Project street a	address:			
Assessor's Par	rcel #:			
Describe why t	he permit			
is being amend	led:			
Applicant/owne	er:	Pho	one number: (<u>)</u>	
Address:				
Phone number	: ()			
			ne number: (<u>)</u>	
		OTE: A permit to operate cannot I checked in the left margin boxes.	pe amended without the ap	proval
☐ Planning:	X			
	Signature (your sig	nature here confirms HCD may amend the pe	rmit to operate) Title	
	Print name	Phone #	Date	
☐ Health	x Signature (your sig	nature here confirms HCD may amend the pe	rmit to operate) Title	
	Print name	Phone #	Date	

☐ Public	x Signature (your signature here confirms HCD may amend the permit to operate) Title						
Works	Signature (your signatur	Title					
	Print name	Phone #	Date				
□ Fire	v						
Protection	x Signature (your signatur	Title					
		·	. ,				
	Print name	 Phone #	 Date				
	Tillthame	THORE #	Date				
П							
□:	x Signature (your signatur	 Title					
	e.g. a.a. e (y ear e.g. a.a.						
	Print name	Phone #	Date				
:	V						
⊔	Signature (your signatur	e here confirms HCD may amend the	permit to operate)	Title			
		·	. ,				
	Print name	Phone #	Date				
□:	<u>x</u> Signature (your signatur						
	Signature (your signatur	Title					
	Print name	Phone #	Date				
Comments:							
							
Signature of Ap	pplicant						
Title			Date				

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT DIVISION OF CODES AND STANDARDS

9342 Tech Center Dr. Suite 550 Sacramento, CA 95826 (916) 255-2501

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SUPPLEMENT TO APPLICATION TO CONSTRUCT NEW PARKS AND/OR PARK BUILDINGS

Park Name			Park	Park I.D. No		
Number of Mobilehome Lots		Special Occupancy Park Campground Number of RV Lots W/Drains Number of Campsites				
Park Construc				Fee X No. = Sub-To	- tal	
Lots	Fee X No. \$ 5.75	= Sub-Total	Electrical - Buildi Outlets	\$.35		
Park Elec. Ser. Sub-Sta. / Trans Lot Elec. Ser. Street Light Park Drain Sys. Private Sewer Lot Drain Inlet Park Water Sys. Water Ser. Outlet Fire Hydrant Park Gas Sys. Gas Tank 60# Lot Gas Riser Other	\$10.50 \$ 7.00 \$ 3.00 \$14.00 \$ 7.00 \$ 7.00		Range/ Heater/Dr Signs Ser. 200 AMP & Ur Ser. Over 200 AMF Other Plumbing - Buildi Fixtures Building Sewer Pvt. Disp. System	\$ 7.00		
Park Building	Fees		Lawn Sprinkler Mechanical - Buil	\$ 7.00		
Occupancy	_TypeSquare		Heaters < 100,000 Vents AC Appliances Heaters > 100,000 Air-Handling Units	\$14.00 \$ 7.00 \$14.00 \$21.00		
\$25,001 - \$50,000 = \$50,001 - \$100,000 \$100,001 - \$500,000	\$45 1st. \$2000 + \$5 \$252, 1st \$25k + \$5 \$252, 1st \$50k \$0 = \$639.50, 1st \$10	\$9.00 each addn. \$1000 \$6.50 each addn. \$1000 + \$4.50 each addn. \$100 0k + \$3.50 each addn. \$1 \$500k + \$3.50 addn. \$1,0	000	\$ 7.00		
	Building V \$7000 & u	Only otion Fee Calculation alue \$0 - \$7,000 = \$0.50 p .00007 per thousand x \$.00007 = \$2.17				

Total Permit Fee